

DELAWARE TRANSIT CORPORATION

POSTING NO. 030-2020

POSITION VACANCY POSTING

DATE OF POSTING: September 20, 2019

CLOSING DATE: October 14, 2019

**METHOD OF APPLICATION: Employment Application**

INTERESTED CANDIDATES MUST FILE FOR THIS POSITION BY SUBMITTING AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **October 14, 2019**.

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POSITION #: 085 JOB CODE #: 032

POSITION TITLE Employee Development Manager

PAY GRADE 18 PAY RATE  PAY RANGE \$55,375-\$69,219  
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Statewide DEPARTMENT Human Resources  
SECTION CHRO's Office

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CLASSIFICATION: FULL TIME X PART-TIME

CONTRACT: 8FR  8DR 32 N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday - Friday

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SUMMARY OF POSITION:

The Employee Development Manager is responsible for the overall administration and management of the organizational, professional and workforce development programs including the internship and summer hire programs as well as the Rural Transit Assistance Program (RTAP) program. The position is responsible for the full range of development programs including bus operator training, performance management, recurring professional and administrative training programs, new employee orientation, succession planning, policy administration and training through the use of traditional avenues and evolving technology. The incumbent is responsible for the development, design, implementation, delivery and evaluation of the internal career counseling, educational and regulatory training programs and the maintenance and assurance of appropriate implementation of all corporate policies.

JOB DESCRIPTION: AVAILABLE ON-LINE AT **www.dartfirststate.com**

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EQUAL OPPORTUNITY EMPLOYER

**SEE PREFERRED QUALIFICATIONS ON SECOND PAGE**

### **Preferred Qualifications:**

1. Bachelor's degree in Human Resources, Organizational Development or Adult Education.  
Master's degree preferred.  
**(Identify the highest education level achieved).**
2. Five (5) to eight (8) years' experience in Human Resources, leadership and/or communications and training.  
**(Applicant must detail all experience in Human Resources, leadership and/or communications and training).**
3. Experience designing, developing and delivering training via static classroom and E Learning platforms to adult learners.  
**(Applicant must detail all experience in designing, developing and delivering training via static classroom and E Learning platforms to adult learners).**
4. Experience in employee and organizational development including assessing, designing, developing and delivering development programs that maintain/enhance current technical and management job skills and contribute to employee morale.  
**(Applicant must detail all experience in employee and organizational development including assessing, designing, developing and delivering development programs that maintain/enhance current technical and management job skills and contribute to employee morale).**
5. Experience managing state and federal funds and Experience in policy administration.  
**(Applicant must detail experience in managing state and federal funds and Experience in policy administration).**
6. Three years' experience supervising staff.  
**(Applicant must detail all experience supervising staff).**

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JOB DESCRIPTION: AVAILABLE ON-LINE AT **[www.dartfirststate.com](http://www.dartfirststate.com)**

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#### **EQUAL OPPORTUNITY EMPLOYER**

**"Application must specifically address each Preferred Qualification"**

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**JOB APPLICATIONS ARE AVAILABLE ON-LINE AT: [www.dartfirststate.com](http://www.dartfirststate.com)**

# Delaware Transit Corporation

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Issued: September 23, 1994

Revised: 09/20/2019

Pay Grade: 18

Job Code: 032

## Employee Development Manager

### Position Summary

The Employee Development Manager is responsible for the overall administration and management of the organizational, professional and workforce development programs including the internship and summer hire programs as well as the Rural Transit Assistance Program (RTAP) program. The position is responsible for the full range of development programs including bus operator training, performance management, recurring professional and administrative training programs, new employee orientation, succession planning, policy administration and training through the use of traditional avenues and evolving technology. The incumbent is responsible for the development, design, implementation, delivery and evaluation of the internal career counseling, educational and regulatory training programs and the maintenance and assurance of appropriate implementation of all corporate policies.

### Typical Duties

The following is not a complete list of duties, and incumbents may be required to perform job duties similar to the kind listed below.

- Develop and implement the comprehensive Employee and Workforce Development Programs which involves research, development, implementation and delivery of effective hard and soft skill employee training and employee development initiatives via static classroom and E Learning platforms
- Administer and manage the bus operations' training program, employee training programs and other training programs as identified through a training needs assessments
- Assess organizational needs to design and implement development programs, tools, processes and policies to facilitate improved organizational performance
- Maintain knowledge of emerging trends in individual and organizational learning, evolving skillsets, performance improvement and organizational development
- Maintain, review and develop corporate policies and provide policy and technical guidance, direction and information to management and staff
- Develop and maintain effective working relationships with external stakeholders that may include representatives from DelDOT, regulatory representatives and training organizations and other service contractors
- Performs and analyzes training needs assessments to determine corporate training needs
- Determine appropriateness of developing in house training and/or acquiring outsourced vendor solutions to optimize allocated resources to meet training needs
- Evaluate effectiveness of programs, curricula, training resources, materials, and visual aids and modify to meet identified problems/needs, state/federal requirements, and corporate goals/objectives

- Maintain and monitor state and federal funds

The following is representative of the knowledge, skills, and abilities and is not all inclusive of every position under this job description.

- Skills in developing, designing and delivering training programs, policies, procedures and related information systems to meet the overall goals and objectives of the organization.
- Strong analytical skills and the ability to develop long-range strategies;
- Strong oral and written communication skills, and effective organizational and interpersonal skills
- Ensure confidentiality of all training records and materials.
- A working knowledge of discipline-specific software packages is helpful.
- Knowledge of the dynamics of transit and soft and hard skills instruction in both classroom and roadway environments;
- Understanding of effective internal customer service programs and cost-effective delivery of development programs that maintain/enhance employee workforce skills
- Skill in the interpretation and application of applicable state/federal laws and regulations specific to transit operations
- Skill in the principles and practices of management, administration and staff supervision
- Skill in budget preparation, analysis and control of state and federal funds
- Skill in using process management principles, including participating in or leading, process improvement initiatives
- Skill in the preparation and presentation of complex technical issues

### **Preferred Qualifications**

- Possession of a Bachelor's degree or higher in Human Resource Management, Public Administration, or related field. SHRM Certified Professional or equivalent professional human resource credential desirable.
- Five to eight years progressive professional experience in administering employee development and workforce development program that includes designing, developing, coordinating, delivering and implementing various types of training programs via static classroom and E Learning platforms
- Three years of experience in policy administration which includes planning, developing, implementing, and evaluating policies and procedures
- Three years of experience in establishing goals, objectives, and priorities utilizing performance metrics to evaluate and refine business processes with a customer focus in achieving a positive experience
- One year of experience supervising staff which includes planning, assigning, reviewing, and evaluating work of others

**Working Conditions**

This position generally involves regular working hours and workdays, although scheduling conflicts, projects and/or emergency situations may require work beyond the standard workweek. Work is generally conducted in an office environment at a variety of locations.

	<b>FLSA</b>
X	Exempt
	Non-Exempt